WORD PROCESSING I

Curriculum Content Frameworks

Please note: All assessment questions will be taken from the knowledge portion of these frameworks.

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WORD PROCESSING I

Grade Levels: 9, 10, 11, 12
Course Code: 492470
Prerequisite: Keyboarding

Course Description: Word Processing I is a one-semester course designed to provide students with entry-level skills in word processing concepts, operations, text manipulations, and production of business documents using an intermediate or advanced level software program. In addition, training in basic word vocabulary skills, mechanics of punctuation and grammar, format and style, and proofreading, editing, and reviewing business documents is included in the course.

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Unit 1: Getting Started
Hours: 5

Terminology: Cursor, Default settings, Function keys, Hardware, Horizontal ruler, Insertion point, Menu bar, Network computer, Peripherals, Scroll bar, Software, Stand-alone computer, Title bar, Tool bar, Word processing, Working screen

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
1.1 Define terminology	1.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3] Applies/Understands technical words that pertain to subject [1.3.6]
1.2 Identify the layout of the keyboard	1.2.1 Demonstrate the layout of the keyboard, using alpha-numeric, keypad, function keys, and directional keys	Foundation	Listening	Comprehends ideas and concepts related to the layout of the keyboard [1.2.1]
1.3 Discuss the function keys	1.3.1 Demonstrate use of the function keys	Foundation	Listening	Comprehends ideas and concepts related to function keys [1.2.1]
1.4 Explain proper handling and care of hardware and software	1.4.1 Demonstrate proper handling of hardware and software 1.4.2 Demonstrate use of mouse, printer, and keyboard	Foundation	Listening	Listens for content [1.2.3]
1.5 Explain the difference between network computers and stand-alone computers		Foundation	Listening	Comprehends ideas and concepts related to network computers and stand-alone computers [1.2.1]
1.6 Review appropriate start-up procedures	1.6.1 Demonstrate appropriate start-up procedures	Foundation	Listening	Comprehends ideas and concepts related to start-up procedures [1.2.1]
1.7 Explain how to access a working screen and the various view options available	1.7.1 Access the working screen 1.7.2 Access screen view options; switch/ toggle between screens	Foundation	Listening	Comprehends ideas and concepts related to a working screen [1.2.1] Listens for content [1.2.3]
1.8 Explain the use of the toolbar, menu bar, title bar, scroll bars, ruler	1.8.1 Demonstrate use of tool bar, menu bar, title bar, scroll bars, ruler features 1.8.2 Demonstrate use of minimize, maximize, and restore features	Foundation	Listening	Comprehends ideas and concepts related to a tool bar, menu bar, title bar, scroll bars, and ruler [1.2.1] Listens for content [1.2.3]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
1.9 Explain cursor/insertion point	1.9.1 Demonstrate movement of cursor/insertion point	Foundation	Listening	Comprehends ideas and concepts related to a cursor/insertion point [1.2.1] Listens for content [1.2.3]
1.10 Explain usage of pull-down/ drop-down menu with/without a mouse	1.10.1 Demonstrate usage of pull-down/drop-down menu with/without a mouse	Foundation	Listening	Listens for content [1.2.3]
1.11 Explain default settings	1.11.1 View various default settings (i.e., page setup options, font and paragraph format, print options)	Foundation	Listening	Comprehends ideas and concepts related to default settings [1.2.1]
1.12 Explain appropriate procedures for exiting the application program; explain the appropriate shutdown procedures	1.12.1 Demonstrate appropriate exiting procedures 1.12.2 Demonstrate appropriate shutdown procedures	Foundation	Listening	Listens for content [1.2.3]

Unit 2: Text Manipulations
Hours: 5

Terminology: Delete, Font size, Font style, Font type/typeface, Hard return, Insert mode, Redo, Sans serif, Save, Serif, Typeover/overtype mode, Undo, Word wrap

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
2.1 Define terminology	2.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3] Applies/Understands technical words that pertain to subject [1.3.6]
2.2 Explain hard return	2.2.1 Demonstrate a hard return	Foundation	Listening	Comprehends ideas and concepts related to a hard return [1.2.1]
2.3 Explain delete	2.3.1 Demonstrate deleting text using the backspace key 2.3.2 Demonstrate deleting text using the delete key	Foundation	Listening	Comprehends ideas and concepts related to deleting [1.2.1] Listens for content [1.2.3]
2.4 Explain insert mode and typeover/overtype mode	2.4.1 Demonstrate the use of insert and typeover/overtype mode	Foundation	Listening	Comprehends ideas and concepts related to insert mode and typeover/overtype mode [1.2.1]
2.5 Review text enhancement features -- caps lock, bold, underline, italics	2.5.1 Demonstrate caps lock, bold, underline, and italics	Thinking	Knowing how to Learn	Uses available resources to apply new skills [4.3.6]
2.6 Explain save; explain the procedure for saving documents	2.6.1 Demonstrate the procedure for saving documents	Foundation	Listening	Comprehends ideas and concepts related to saving a document [1.2.1] Listens for content [1.2.3]
2.7 Explain redo and undo	2.7.1 Demonstrate the use of redo and undo	Foundation	Listening	Comprehends ideas and concepts related to redo and undo [1.2.1]
2.8 Explain font type/typeface, font size/style		Foundation	Listening	Comprehends ideas and concepts related to font type/typeface, font size/style [1.2.1] Listens for content [1.2.3]
2.9 Explain how to change font type/typeface, font size/style	2.9.1 Demonstrate various font types/typefaces, font sizes/styles	Foundation	Listening	Listens for content [1.2.3]
2.10 Explain serif and sans serif		Foundation	Listening	Comprehends ideas and concepts related to serif and sans serif [1.2.1]
2.11 Explain appropriate usage of serif and sans serif fonts	2.11.1 Demonstrate the appropriate use of serif and sans serif fonts	Foundation	Listening	Listens for content [1.2.3]

Unit 3: Retrieving, Proofreading, and Editing a Document
Hours: 5

Terminology: Automated helps, Editing, Grammar checker, Proofreading, Retrieving, Spell checker, Thesaurus

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
3.1 Define terminology	3.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3] Applies/Understands technical words that pertain to subject [1.3.6]
3.2 Explain correct procedures for retrieval of documents	3.2.1 Demonstrate correct procedures for retrieval of documents	Foundation	Listening	Listens for content [1.2.3]
3.3 Explain spell checker, grammar checker, thesaurus	3.3.1 Demonstrate use of spell checker, grammar checker, thesaurus	Foundation	Listening	Comprehends ideas and concepts related to spell checker, grammar checker, thesaurus [1.2.1]
3.4 Identify proofreader's marks	3.4.1 Demonstrate correct procedures using proofreader's marks to edit a document	Foundation	Listening	Listens for content [1.2.3]

Unit 4: Printing and Basic File Management
Hours: 5

Terminology: Landscape orientation, Portrait orientation, Print menu

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
4.1 Identify various print options listed on the print menu -- all, current page, multiple pages, selected text printing	4.1.1 Demonstrate use of printing options in print menu	Foundation	Listening	Comprehends ideas and concepts related to the print menu [1.2.1] Listens for content [1.2.3]
4.2 Explain file management procedures to create, move, copy, and delete files and folders	4.2.1 Demonstrate file management procedures to create, move, copy, and delete files and folders	Foundation	Listening	Listens for content [1.2.3]
4.3 Explain how to open a file, save a file, close a file	4.3.1 Access the file menu to open, save, or close a file	Foundation	Listening	Listens for content [1.2.3]
4.4 Explain portrait orientation, landscape orientation	4.4.1 Print a document in portrait orientation and in landscape orientation	Foundation	Listening	Comprehends ideas and concepts related to portrait orientation and landscape orientation [1.2.1]

Unit 5: Text Entry Features
Hours: 10

Terminology: First-line indent, Hanging indent, Hard page break, Soft page break, Widow/orphan protection

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
5.1 Explain first-line indent	5.1.1 Create a document with a first-line indent	Foundation	Listening	Comprehends ideas and concepts related to first-line indent [1.2.1] Listens for content [1.2.3]
5.2 Explain how to create a hanging indent	5.2.1 Create a document with a hanging indent	Foundation	Listening	Comprehends ideas and concepts related to hanging indent [1.2.1] Listens for content [1.2.3]
5.3 Explain procedures for indenting from both the left and right margins	5.3.1 Create a document indenting left and right margins	Foundation	Listening	Listens for content [1.2.3]
5.4 Explain how to use a soft page break and a hard page break	5.4.1 Create a document with a soft page break and a hard page break	Foundation	Listening	Comprehends ideas and concepts related to soft and hard page breaks [1.2.1] Listens for content [1.2.3]
5.5 Explain the date feature	5.5.1 Demonstrate the application of date features	Foundation	Listening	Listens for content [1.2.3]
5.6 Explain how to use widow/orphan protection	5.6.1 Apply widow/orphan protection to a multipage document	Foundation	Listening	Comprehends ideas and concepts related to widow/orphan protection [1.2.1] Listens for content [1.2.3]

Unit 6: Special Editing Features
Hours: 5

Terminology: Copy, Cut, Find, Paste, Replace

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
6.1 Define terminology	6.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3] Applies/Understands technical words that pertain to subject [1.3.6]
6.2 Explain the find and find-and-replace features	6.2.1 Demonstrate use of find and find-and-replace features	Foundation	Listening	Listens for content [1.2.3]
6.3 Explain the copy, cut, paste features	6.3.1 Demonstrate use of copy, cut, paste features	Foundation	Listening	Listens for content [1.2.3]

Unit 7: Document Formatting
Hours: 15

Terminology: Borders, Bullets, Endnotes, Footers, Footnotes, Formatting, Headers, Horizontal centering, Justification/alignment, Leaders, Line spacing, Margins, Numbering, Shading, Tab, Vertical centering/alignment

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
7.1 Define terminology	7.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3] Applies/Understands technical words that pertain to subject [1.3.6]
7.2 Identify line spacing options	7.2.1 Create a document with different line spacing options (single spacing, double spacing, etc.)	Foundation	Listening	Comprehends ideas and concepts related to line spacing [1.2.1] Listens for content [1.2.3]
7.3 Identify procedures for changing margin settings	7.3.1 Create a document with different margin settings	Foundation	Listening	Comprehends ideas and concepts related to margins [1.2.1] Listens for content [1.2.3]
7.4 Identify kinds of tabs -- left tab, right tab, decimal tab, enter	7.4.1 Create a document containing various tab settings	Foundation	Listening	Comprehends ideas and concepts related to tabs [1.2.1] Listens for content [1.2.3]
7.5 Identify leader settings	7.5.1 Create a document containing various tab settings utilizing leaders	Foundation	Listening	Comprehends ideas and concepts related to leaders [1.2.1] Listens for content [1.2.3]
7.6 Identify kinds of justification/ alignment -- left, right, center, justified	7.6.1 Create a document using different justifications/alignments	Foundation	Listening	Comprehends ideas and concepts related to justification/alignment [1.2.1] Listens for content [1.2.3]
7.7 Explain how to use headers and footers	7.7.1 Create a document using headers and footers	Foundation	Listening	Comprehends ideas and concepts related to headers and footers [1.2.1] Listens for content [1.2.3]
7.8 Explain how to use footnotes and endnotes	7.8.1 Create a document using footnotes and endnotes	Foundation	Listening	Comprehends ideas and concepts related to footnotes and endnotes [1.2.1] Listens for content [1.2.3]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
7.9 Identify page numbering techniques	7.9.1 Perform page numbering techniques in a multipage document	Foundation	Listening	Listens for content [1.2.3]
7.10 Explain horizontal centering, vertical centering/alignment, and their usage	7.10.1 Create a document using horizontal centering and vertical centering/ alignment	Foundation	Listening	Comprehends ideas and concepts related to horizontal centering and vertical centering/ alignment [1.2.1] Listens for content [1.2.3]
7.11 Explain the purpose of bullets, numbering, borders, and shading	7.11.1 Create a document using bullets, numbering, borders, and shading	Foundation	Listening	Comprehends ideas and concepts related to bullets, numbering, borders, and shading [1.2.1] Listens for content [1.2.3]

Unit 8: Business Applications
Hours: 15

Terminology: Block format letter style, Bound report style, Cell, Column, Interoffice memorandums, Modified block format letter style, Row, Table, Unbound report style

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
8.1 Explain the similarities and differences of block format letter style and modified block format letter style	8.1.1 Create a letter in block format style and a letter in modified block format style	Foundation	Listening	Comprehends ideas and concepts related to block format letter style and modified block format letter style [1.2.1] Listens for content [1.2.3]
8.2 Name and identify the parts of a business letter -- date, letter address, salutation, body, complimentary close, writer's name and title, reference initials	8.2.1 Create a business letter with selected letter parts	Foundation	Listening	Listens for content [1.2.3]
			Writing	**Applies/Uses technical words and concepts [1.6.4]**
		Thinking	Knowing how to Learn	Applies new knowledge and skills to create business letters [4.3.1]
8.3 Discuss the various styles of an interoffice memorandum	8.3.1 Create an interoffice memorandum in various styles	Foundation	Listening	Comprehends ideas and concepts related to an interoffice memorandum [1.2.1]
			Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
8.4 Identify terminology associated with a table -- column, row, and cell	8.4.1 Create a basic table using columns, rows, and cells	Foundation	Listening	Listens for content [1.2.3]
8.5 Explain the similarities and differences of an unbound report style and a bound report style	8.5.1 Key a report using the unbound report style 8.5.2 Key a report using the bound report style	Foundation	Listening	Comprehends ideas and concepts related to unbound report style and bound report style [1.2.1] Listens for content [1.2.3]

Glossary
Unit 1: Getting Started

1. Cursor – the position indicator on a computer display screen where a user can enter text; also known as an insertion point
2. Default settings – settings used unless another option is chosen
3. Function keys – a set of 12 "F" keys on the keyboard used as an alternative to the menu system in choosing and executing features
4. Hardware – the physical components, or parts, of the computer
5. Horizontal ruler – provides features for setting tabs, margins, and indentions
6. Insertion point – the place in a document where something will be added; represented by a blinking vertical bar, also known as a cursor
7. Menu bar – at the top of the screen, a listing of the names of menus, each of which contains a set of commands
8. Network computer – a configuration of computers cabled together with one workstation designed as the file server
9. Peripherals – an input device, output device, or secondary storage device that is not part of the central processing unit (CPU)
10. Scroll bar – appears at the bottom and/or right side of a window to allow a user to view another part of the window
11. Software – a list of step-by-step instructions telling the computer what to do
12. Stand-alone computer – a single, self-contained computer not attached to a network system
13. Title bar – at the top of a window, contains the name of the open program, document, or folder
14. Tool bar – at the top or bottom of the screen, displays buttons you can click to quickly choose a command
15. Word processing – the use of a computer and software to produce written documents, such as letters, memos, forms, and reports
16. Working screen – the work area that has pull-down menus

Unit 2: Text Manipulations

1. Delete – to remove text
2. Font size – determined by measuring the height of characters in units called points
3. Font style – formatting feature that changes the appearance of text, such as bold, italic, and underline
4. Font type/typeface – refers to the design and appearance of printed characters
5. Hard return – striking the Enter key to end a line of text
6. Insert mode – new characters being added to existing characters
7. Redo – reverses the last undo action
8. Sans serif – type in which letters have no feet, or curves, at the ends of the main strokes (sans means without; without feet)
9. Save – storing a file in any storage medium
10. Serif – the feet, or curves, at the ends of the main strokes of letters
11. Typeover/overtype mode – allows you to replace existing text with the new text that is keyed
12. Undo – reverses the last changes made to a document
13. Word wrap – feature that automatically wraps words around to the next line when they will not fit on the current line

Unit 3: Retrieving, Proofreading, and Editing a Document

1. Automated helps – a form of online assistance that gives you instructions, definitions, and context-sensitive help

2. Editing – involves adding, deleting, and changing text in a document

3. Grammar checker – used to check the grammar of a document after you finish keying

4. Proofreading – comparing keyed text to the original copy, and correcting errors; one of the editing steps

5. Retrieving – opening (loading) an existing file, and displaying it on the screen

6. Spelling checker – used to check the spelling of a document after you finish keying

7. Thesaurus – a feature for finding a synonym, or a word with a similar meaning, for a word in your document

Unit 4: Printing and Basic File Management

1. Landscape orientation – the long edges of the paper are at the top and bottom of the page and short edges are at the sides
2. Portrait orientation – the short edges of the paper are at the top and bottom of the page and long edges are at the sides
3. Print menu – provides choice of printer, page range, and number of copies

Unit 5: Text Entry Features

1. First-line indent – the paragraph format in which the first line indents more than the following lines
2. Hanging indent – a paragraph format in which the first full line of text is not indented but the following lines are indented
3. Hard page break – a marker inserted manually in a document to indicate where a page ends
4. Soft page break – a marker inserted automatically in a document to indicate where a page break goes
5. Widow/orphan protection – a feature that ensures that the first line of a paragraph does not appear by itself at the bottom of a page (orphan line) or that the last line of a paragraph does not appear by itself at the top of the next page (widow line)

Unit 6: Special Editing Features

1. Copy – a method of duplicating text or other information by copying it from a document and temporarily placing it on a clipboard until it is pasted to another location

2. Cut – a method for removing selected information from a document and storing it temporarily on a clipboard so it can be pasted to another location within the file, to another file, or to a file in another program

3. Find – a feature that finds a series of specified words in a document

4. Paste – to insert text or graphics that have been copied or cut from a different location in your document

5. Replace – a feature that replaces a specified series of words in a document with another series of words

Unit 7: Document Formatting

1. Borders – a feature used to add a border around a page, paragraph, or column
2. Bullets – a dot, box, check mark, or other small graphic used to set off each item in a list
3. Endnotes – references to other works or publications; printed as a list on the final page of the document
4. Footers – a piece of information printed at the bottom of the pages of a multiple page document to tie the document together
5. Footnotes – references to other publications or quotations taken from other publications, usually numbered and positioned at the bottom of the page on which the quoted or referenced text is mentioned
6. Formatting – character formatting includes changing the font, color, strikethrough, or shadow; the way the text appears on the page
7. Headers – pieces of information printed at the top of the pages of a multiple page document
8. Horizontal centering – text that is centered between the left and right margins
9. Justification/alignment – text is aligned at both ends of the line
10. Leaders – dots (periods) that direct (lead) your attention from one column of a line of text to another
11. Line spacing – the vertical distance between two lines of type
12. Margins – spaces at the top, bottom, left, and right of the document between the edges of the text and paper; the absolute boundary of text and graphics on a page
13. Numbering – in a word processing document, you can number each item in a list of ordered steps
14. Shading – a feature used to customize documents by filling areas with varying shades of color (gray)
15. Tab – causes the cursor to skip across the display screen to a place set by the operator or to the default tab setting
16. Vertical centering/alignment – text that is centered between the top and bottom margins

Unit 8: Business Applications

1. Block format letter style – all parts of a letter begin at the left margin, including the paragraphs
2. Bound report style – reports that are two pages or longer that are prepared with a cover or a binder
3. Cell – the intersection of a row and a column in a table or spreadsheet
4. Column – information arranged vertically within a table
5. Interoffice memorandums – written messages used by individuals within an organization to communicate with one another
6. Modified block format letter style – the date and the closing of a block style letter start near the horizontal center of the paper instead of the left margin; paragraphs may be indented or they may be blocked at the left margin
7. Row – information arranged horizontally within a table
8. Table – a series of columns and rows in which data is entered
9. Unbound report style – reports that are one page or longer that are prepared without a cover or a binder